

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



April 24, 2003

Regulation Package #0302-08

CDSS MANUAL LETTER NO. CCL-03-02

TO: HOLDERS OF THE COMMUNITY CARE LICENSING MANUAL, TITLE 22, DIVISION 6,  
CHAPTER 9, ADOPTION AGENCIES

**Regulation Package #0302-08****Effective 4/9/03****Section 89221**

This manual letter has been posted on the Office of Regulations Development website at [http://www.dss.cahwnet.gov/ord/AdoptionAg\\_622.htm](http://www.dss.cahwnet.gov/ord/AdoptionAg_622.htm).

The Foster Family Homes regulations have been renumbered to Title 22, Division 6, Chapter 9.5, starting with Section 89200. Section 89221, which is part of Title 22, Division 6, Chapter 9 (Adoption Agencies) has been renumbered to Section 89185 to prevent confusion.

**FILING INSTRUCTIONS**

**Revisions to all manuals are shown in graphic screen.** The attached pages are to be entered in your copy of the Manual of Policies and Procedures. The latest prior manual letter containing Community Care Licensing changes was Manual Letter No. CCL-03-01. The latest prior manual letter containing Adoption Agencies regulation changes was Manual Letter No. CCL-01-12.

<u>Page(s)</u>	<u>Replace(s)</u>
1 and 2	Pages 1 and 2
23 through 25	Pages 23 through 25

Attachments

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<b><u>Regulations</u></b>	<b><u>ADOPTION AGENCIES</u></b>	<b><u>89182</u></b>
<b>89182</b>	<b>CONTENT OF CASE RECORD</b>	<b>89182</b>
(a)	Each adoption agency shall maintain a case record for each family unit or individual served in its program.	
(b)	Each case record shall include:	
(1)	A face sheet or application form.	
(2)	A typewritten record of the study.	
(3)	Medical and other reports.	
(4)	Correspondence.	
(5)	Applicable legal documents.	
(6)	Verifications.	
(7)	Evaluation of findings.	
(8)	Decisions reached.	
(9)	Actions taken.	
(10)	Court Reports.	
(c)	All information in case records shall be confidential and adoption records shall be available only to authorized adoption personnel.	
NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1505, 1506, 1520, 1530 and 1531, Health and Safety Code.		

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<b>89185</b>	<b>HEALTH PROTECTION OF CLIENTS -- GENERAL REQUIREMENT</b>	<b>89185</b>
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- (a) Each adoption agency shall provide adequate preventive and remedial medical care through a qualified physician, or through a medical clinic organized to provide the necessary medical service. The medical care provided shall include:
- (1) Complete physical examination.
  - (2) Prompt treatment of remediable physical conditions.
  - (3) Necessary laboratory tests and immunizations.
  - (4) Immunization of children over six months of age against diphtheria; immunization of children under six years of age against whooping cough.
  - (5) Provision for tuberculin test or chest X-ray for each client, and provision for nose and throat culture and appropriate tests for venereal disease when indicated.
  - (6) For infants, continuing medical supervision, for older children and adults, physical examination at least annually or more often as recommended by the client's physician as the client's condition indicates.
  - (7) Care in case of illness or accident, including provision for medical care and hospitalization as required.
  - (8) Dental examinations semi-annually followed by necessary treatment, and arrangements for orthodontic care for children as required.
  - (9) Continuing observation of the client's progress and discussion with the physician of any deviations from satisfactory conditions.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1505, 1506, 1520, 1530 and 1531, Health and Safety Code.

<b>89188</b>	<b>IDENTIFICATION OF EXCLUSIVE USE FOSTER HOMES</b>	<b>89188</b>
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Repealed by Manual Letter No. CCL-93-08, effective 10/30/93.

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<b>89188</b>	<b>ADOPTION AGENCIES</b>	<b>Regulations</b>
<b>89188</b>	<b>IDENTIFICATION OF EXCLUSIVE USE FOSTER HOMES</b>	<b>89188</b>
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